

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
OFFICE OF THE MEDICAL DIRECTOR**

**A Promotional or Transfer Opportunity  
HEALTH PROGRAM ANALYST III**

The Office of the Medical Director (OMD) actively seeks a qualified individual to coordinate administrative activities related to the UCLA Affiliation Agreement and Department-wide pharmacy operations. This is an opportunity for an experienced and highly motivated individual to work with executive management, clinical programs, other County departments and DMH Bureaus, as well as with external entities.

**EXAMPLES OF DUTIES:**

- Works closely with CDAD staff to review the current Affiliation Agreement and make recommendations for the development of a new contract format with UCLA which includes countywide academic teaching, professional development and training services, translational research, and special projects. Reviews and contributes to the development of Statements of Work and Deliverables, develops mechanisms to review and approve new projects, and confirms funding.
- Oversees the ongoing and cyclical Affiliation Agreement budget of approximately \$5 million annually. Oversees the processing of invoices to ensure fiscal responsibility, timely approval, and payment.
- Assists with planning, developing, analyzing, and implementing pharmacy-related contracts. Drafts Board letters and amendments, participates in contract negotiations, and coordinates contract monitoring.
- Works with all stakeholders including clinical programs, prescribers and furnishers, CIOB, and pharmacies to assist with the implementation, administration, and monitoring of the new Pharmacy Benefits Management services, E-prescribing, and the pharmacy components of the electronic health record.
- Researches, formulates and reviews policies and procedures to ensure that the Affiliation Agreement and Pharmacy Services and are in compliance with State, Federal, and local regulations, legal requirements, and contract terms and provisions.
- Interacts with individuals at all levels when participating in meetings, making presentations, providing advice and/or consultation in order to communicate information, share ideas, present recommended solutions, gain agreement and, coordinate activities.

**DESIRABLE QUALIFICATIONS:**

- Excellent analytical, oral, and written skills
- Strong organizational skills, flexibility, and the ability to prioritize multiple tasks
- Proficiency with Microsoft Word, Excel, and Visio
- Experience with contract administration and monitoring, and budget preparation
- Masters degree in public administration, public health, public policy or macro social work

*Interested individuals currently holding the payroll title of Health Program Analyst III (HPA III) are encouraged to email a résumé and last two performance evaluations by Monday, April 30, 2012 to:*

Melissa Menon on behalf of  
Nancy Kless, District Chief  
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